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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New Building Information Services Centers

08 MAR 1984

FROM:

Director of Information Services
1206 Ames Building

EXTENSION

NO. 01S 84-121/1

DATE

7 MAR 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Logistics

12 Mar Dr

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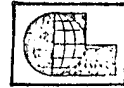
11.

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14.

15.



7 MAR 1984

MEMORANDUM FOR: Director of Logistics

FROM:

Director of Information Services

SUBJECT: New Building Information Services Centers

REFERENCE: Your memorandum dated 17 February 1984; subject:
New Building Consolidated Registries

Dan:

1. We have also gained a great deal from our discussions with New Building Project Office (NBPO) representatives about combining Headquarters registry services. As you know, we are about to establish an Information Services Center (ISC) to serve four different Offices in Ames Building. One of the reasons for establishing this Center is to develop it as a prototype for future Headquarters installations. This activity will occupy much of our time and attention over the next few months but is essential to our understanding of the problems that these combined registry operations will face.

2. We agree it would be very useful for an Office of Information Services representative to work with NBPO under a more formal arrangement. Rather than providing our representative full time, however, we would prefer that he work in NBPO two days a week, at least initially, and spend the other three days with the Ames ISC. In this way, each project can benefit from developments in the other.

3. We would also like to begin this assignment in May rather than April. Additional analysis needs to be done of the registry requirements of the Offices moving into the new Headquarters Building before we can fully assist in your design effort. By the end of April, we will have developed a viable concept of how registry operations should be organized in the new building to meet these needs.

4. In working with NBPO, it is important that we also coordinate with the Office of Data Processing and your Printing and Photography Division concerning data access and copy facilities. Although these facilities traditionally have been viewed separately from registry services, we believe

the new Headquarters ISCs should integrate all three functions under one management. We are already moving in this direction by including the present Office of Research and Development laser printers in the Ames ISC.

5. If you agree with this approach, we will detail an officer to NBPO for two days a week starting in May through September 1984.

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